

# Law Enforcement Training Advisory Commission

## Illinois Law Enforcement Training & Standards Board

### Mobile Team Unit #10

# BY-LAWS

*November 2013 Revision*

#### SECTION 1 - NAME AND AREA

- A. The name of the organization shall be the Law Enforcement Training Advisory Commission, Mobile Team Unit #10, hereinafter referred to as the Commission. The Commission shall be responsible to and serve those law enforcement agencies in good standing located within the geographical area of Christian, Dewitt, Logan, Macon, Mason, Menard, Montgomery, and Sangamon Counties. This Commission has previously been known as "Crime Prevention Commission, I.L.E.C. Region #14", and "Crime Prevention Commission, Mobile Team Unit #10".

#### SECTION 2 - AUTHORITY

- A. The authority and power of the Commission is recognized by the Illinois Law Enforcement Training and Standards Board, as Mobile Team Training Unit #10; and by resolutions of designation and participation from said counties and units of government within those counties. The Commission shall be operated within the guidelines established by the Illinois Law Enforcement Training and Standards Board in accordance with Public Act 82-674, An Act authorizing the establishment of Mobile Team In-Service Training Units to provide regional in-service refresher and update training to state and local law enforcement officers, effective September 17, 1981; formerly the Intergovernmental Law Enforcement Officers In-Service Training Act, Illinois Revised Statutes, Chapter 85. In addition, at the request of the Illinois Training and Standards Board, under the Law Enforcement Officers Safety Act of 2004 (HR 218) and in accordance with Illinois Public Act 94-103 (2005), the Commission shall oversee the operation of the Illinois Retired Officer Concealed Carry (IROCC) Program as well as the Illinois Parole Office Conceal Carry (IPACC) Program, in accordance with Illinois Public Act 96-0230 (2010), for the entire State of Illinois.

#### SECTION 3 - COMMISSION MEMBERSHIP

- A. The Commission shall consist of all local governmental law enforcement agencies located within the geographical region serviced by Mobile Team Unit #10 which are participating by way of payment of their annual membership assessment fees to the Commission.

#### SECTION 4 - ADVISORY BOARD

- A. The Advisory Board shall consist of twenty members of the Commission who currently serve as County Board Chairpersons, Mayors, Chiefs of Police, Sheriffs, Coroners, or Chief Executive Law Enforcement Officers of any participating agency serviced by the Commission, and are primarily concerned with upgrading law enforcement training.
- B. The Director, Chairman, or appointed member of the Illinois Law Enforcement Training and Standards Board, will be considered the twenty-first Advisory Board member with full voting power.
- C. The Regional Director shall serve as an ex-officio officer and shall not be entitled to voting privileges, nor counted when determining if a quorum is present.
- D. The twenty members, elected by the Commission membership, shall consist of a Chairman, Vice-Chairman, Treasurer, Secretary, and sixteen (16) members from the Commission.
- E. The sixteen (16) members from the Commission shall consist of one (1) County Representative elected from each of the eight (8) counties of Christian, Dewitt, Logan, Macon, Mason, Menard, Montgomery, and Sangamon, and eight (8) additional members elected at large from any of the eight (8) counties.

## SECTION 5 - ADVISORY BOARD DUTIES AND RESPONSIBILITIES

- A. To incorporate the Commission as a general not-for-profit corporation or other appropriate structure, under Illinois laws, and have such powers and duties consistent with guidelines established by the Illinois Law Enforcement Training and Standards Board.
- B. To adopt By-Laws and Operating Procedures for the Commission, formulate policies, plans, procedures, and establishment of priorities necessary to improve law enforcement training throughout the Region.
- C. To employ a Director and approve employment of other full or part-time staff as required.
- D. To develop and approve the Mobile Team Unit #10 annual budgets, to include the annual state grant operating budget, Part-time Officer Basic Training Program budget, and Illinois Retired Officer Concealed Carry Program budget.
- E. To determine an equitable formula for providing the local share of cost of the Mobile Team and ensure receipt of such funds from participating units of local government.
- F. To oversee the development of training programs, delivery of training, and expenditure of funds for regular training operations under the state grant, Part-time Officer Basic Training Program, and Illinois Retired Officer Concealed Carry Program.
- G. To carry out such actions or activities appropriate to the operation of the Mobile Team and its programs, including but not limited to contracting for services and supplies, purchase of furniture, fixtures, and equipment.
- H. To exercise all other powers and duties as are reasonable in furthering training for both full and part time police officers and other law enforcement, as required by the Illinois Law Enforcement Training & Standards Board under state statute, within the geographic boundaries of the Mobile Team Unit, and providing concealed carry certification to qualified retired law enforcement officers and off-duty parole agents and parole supervisors across the state.
- I. To keep minutes of all Advisory Board meetings and make them available upon request.

## SECTION 6 - EXECUTIVE COMMITTEE/DUTIES AND RESPONSIBILITIES

- A. The Executive Committee will consist of the Chairman, Vice-Chairman, Treasurer, and Secretary. (The immediate past Chairman shall also serve on this board, but shall have no voting privileges.)
- B. The Chairman shall be responsible for presiding at all meetings and assisting the Commission in establishing policies and guidelines, appointing ad hoc committees, and performing additional duties that befall his/her office. He/she shall be responsible for making appointments to the Advisory Board when vacancies occur. All appointments shall be approved by the Advisory Board.
- C. The Vice-Chairman shall assist the Chairman. In the event the Chairman cannot successfully complete his/her term of office, the Vice-Chairman shall automatically assume the office of Chairman. The new Chairman shall appoint a new Vice-Chairman from among members of the Advisory Board to serve the Vice-Chairman's remaining term of office. If the appointment of the new Vice-Chairman results in a vacancy in one of the eight (8) regional County Representative positions, the Chairman shall appoint a Commission member from the same county to fill the vacancy. If the appointment results in a vacancy in one of the at large positions, the Chairman shall appoint a Commission member from any of the eight regional counties to fill the vacancy.
- D. The Treasurer shall be an elected official of one of the units of local government within the Mobile Team Unit #10 geographical area, and shall be the Chief Financial Officer of the Commission, responsible for all financial documentation of the Commission as mandated by the Illinois Law Enforcement Training and Standards Board.
- E. The elected Secretary shall be responsible for recording minutes of all meetings and their submission to the Advisory Board for approval.

## SECTION 7 - TERMS OF OFFICE AND ELECTIONS

- A. A Commission member interested in having his/her name placed in nomination for a two (2) year large position on the Advisory Board, shall notify the Chairman, in writing, on or before September 1<sup>st</sup> 2000, and every even year thereafter of even numbered years.
- B. A Commission member interested in having his/her name placed in nomination for a two (2) year position of either Chairman, Vice-Chairman, Treasurer, Secretary, or County Representative, shall notify the Chairman, in writing, on or before September 1<sup>st</sup>, of odd numbered years.
- C. No later than September 15<sup>th</sup>2000, and every even year thereafter, of even years, the Regional Director will send a listing, on printed ballot, of the names submitted as candidates for election to a two year at large position on the Advisory Board.
- D. No later than September 15<sup>th</sup>, of odd years, the Regional Director will send a listing, on printed ballot, of the names submitted as candidates for election to a two year term as Chairman, Vice-Chairman, Treasurer, Secretary, or County Representative on the Advisory Board.
- E. Sealed ballots will be due in the office prior to the November Advisory Board meeting, where they will be opened by the Regional Director and tabulated. Election results will then be announced, and the results certified by the Advisory Board.
- F. Newly elected members will take office at the January Advisory Board meeting following the November election.
- G. Whenever the Chairman is advised of a vacancy on the Advisory Board, he/she shall appoint a qualified Commission member to serve the remaining term of office. If the vacancy is in one of the eight regional County Representative positions, the replacement will be appointed from the same county as the outgoing member.
- H. In the event an Advisory Board member is unable to serve for an extended period due to illness, injury, or other extenuating circumstances, the Chairman may appoint a temporary replacement from among the members of the Commission until the original member can return, or until the next election, whichever comes first.
- I. Upon expiration of his/her term, the outgoing Chairman may serve for a period of two (2) years as an ex-officio member of the Advisory Board and shall not have voting privileges, unless he/she has been elected to another position on the Advisory Board.

## SECTION 8 - COMPENSATION

- A. All members of the Advisory Board shall serve without compensation. Members of the Advisory Board may be reimbursed for travel expenses to and from meetings when such funds are available and appropriate. Payment of these expenses must be approved by the Advisory Board.

## SECTION 9 - REMOVAL

- A. A member of the Advisory Board, once elected, shall not be removed unless the member submits a written letter of resignation to the Chairman.
- B. Anyone who is serving as a member of the Advisory Board by virtue of the office or position he/she holds, shall automatically be removed as a member of the Advisory Board when his/her tenure in that office or position has expired or been terminated.

## SECTION 10 - REGIONAL DIRECTOR DUTIES AND RESPONSIBILITIES

- A. Manage and coordinate the ongoing operations of the Mobile Team and its programs as mandated by the Illinois Law Enforcement Training and Standards Board and the Advisory Board of the Commission.
- B. To employ and supervise additional full, part-time, or temporary staff.

- C. To arrange for qualified instructors from among the employees of State, Local and Federal Agencies, wherever practical, and obtain other instructional services as required; and coordinate training which addresses the needs of Mobile Team Unit #10 local member officers.

#### SECTION 11 - AD HOC COMMITTEES

- A. The Chairman, with the approval of the Advisory Board, may form Ad Hoc Committees, as needed, to research specific issues and report back to the Advisory Board for action.
- B. The Chairman, with the approval of the Advisory Board, shall appoint a member of the Advisory Board to serve as Chairman of any Ad Hoc Committee.
- C. Ad Hoc Committee membership shall not be limited to those currently serving on the Advisory Board. The Committee Chairman may elect to solicit outside sources with the approval of the Advisory Board.
- D. Ad Hoc Committee Chairmen will be responsible for recording the minutes of each Ad Hoc Committee meeting and submit the minutes, in writing, to the Regional Director within ten (10) days of the meeting. Upon receipt, the Regional Director shall forward copies of those Ad Hoc Committee minutes to all members of the Advisory Board for approval.

#### SECTION 12 - MEETINGS

- A. The Advisory Board shall meet six (6) times per year during the months of January, March, May, July, September, and November, or at the call of the Chairman.
- B. The Executive Committee shall meet at the call of the Chairman.
- C. Ad Hoc Committees shall meet at the call of the Advisory Board Chairman, or the Committee Chairman.
- D. All meetings shall adhere with Chapter 102, Section 41-44, of the Illinois Revised Statutes, commonly known as the "Open Meetings Act".
- E. Parliamentary procedure shall prevail at all Advisory Board meetings as governed by Robert's Rules of Order.

#### SECTION 13 - QUORUM

- A. One-third or seven (7) Advisory Board members present at any Advisory Board meeting held pursuant to regular notice shall constitute a quorum for the transaction of business. A majority vote of those members present shall prevail.
- B. Proxies to vote will be permitted, provided a signed letter has been submitted from the Advisory Board member, designating a particular person as having their proxy vote at each or any meeting at which the Advisory Board member is not present, or for a specified meeting date only. No Advisory Board member may have more than one person designated to vote at the same meeting. These letters shall be kept on file at the LETAC office until that Board member no longer holds a seat on the Advisory Board.

#### SECTION 14 - PROPERTY

- A. The legal equitable title of all property shall remain with the Commission. All property shall be returned to the Commission in the event of death, resignation, suspension or expulsion of a Commission member or employee.

#### SECTION 15 - AUTHORIZATION TO MAKE DISBURSEMENTS

- A. All disbursements will be made in accordance with guidelines established by the Advisory Board and audit requirements as mandated by the Illinois Law Enforcement Training and Standards Board.

#### SECTION 16 - HEADQUARTERS

- A. The official headquarters and office address of the Commission shall be established by the Advisory Board.

SECTION 17 - AMENDMENTS

- A. These By-Laws may be amended by a majority vote of the Advisory Board at any meeting, provided that such proposed amendment or amendments have been submitted, in writing, to the Advisory Board for their review at least ten (10) days prior to the meeting in which they are to be acted upon.
- B. All previous By-Laws, prior to any amendments, shall be kept on file at the Commission headquarters.

SECTION 18 - EFFECTIVE DATE

- A. These By-Laws, and any amendments thereto, shall become effective immediately upon adoption.
- B. These By-Laws were amended by the Law Enforcement Training Advisory Commission this 20<sup>th</sup> day of November, 2013 AYE - \_\_\_\_\_ NAY - \_\_\_\_\_

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Chairman, Law Enforcement Training Advisory Commission, M.T.U. #10

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Vice-Chairman, Law Enforcement Training Advisory Commission, M.T.U. #10